



ALFRED G. PAPA

Objective

To share my knowledge, skills & contribute my learnings that will benefit the company that I'm applying to.



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alfredpapa1422@gmail.com



7-Sampaguita St. L&B Compound
Alabang Muntinlupa City

LANGUAGE

- English
- Tagalog

EXPERTISE

- Management Skills
- Computer Literate
- Decision Making Skills
- Negotiation
- Critical Thinking
- Leadership

EDUCATION

City University of Pasay

Bachelor of Business Administration
Major in Marketing Management
Pasay City
2015-2020

Saint Louis School of Pacdal Inc.

Baguio City SY: 2014-2015

Mabilao Elementary School

San Fabian Pangasinan SY: 2010-2011

ON THE JOB TRAINING

SSS Pasay Taft Branch

OJT February – March 2020

ESCO Phil. (OSAU PH.)

OJT August – September 2019

EXPERIENCE

Forticare Health Systems International

Inc. May 26, 2022 - Present

Policy Issuance and Membership Department Associate

- I am the one who is underwriting of all the clients details and making it sure that all the details are correct
- I am the one who is encoding all the Clients details in our data base
- I am the one processing the documents of our clients and processing the release of their Policies

Procurement Associate

- I am the one who is purchasing and doing inventory of stocks to be used in the company.

OJT Trainor

- I handle for (4) OJT for them to learn basic skills in our company for them to grow as an individual, giving them sets of skills and knowledge so that when they graduate they know what to do in the corporate world.

Marketing Support Group

- I managed disbursement of supplies for the marketing events and Tallying Sales of Marketing in their daily / monthly sales and reports.

Administrative Secretary

- I organize meetings and appointments of my Administrative officers, Filing confidential documents and responding to the emails of the members of the meeting.

P & F Ship Management Corporation

May 3 - August 24, 2021

Assistant Liaison and Encoder

- I am the one in-charge of the documents of the cargo vessel crews and assisting crew members to their cargo vessel.

Esco Philippines (OSAU PH)

November 11- December 11, 2019

Part Time Job (Encoder)

- As Marketing, I encode the data of Schools in the Philippines and International Schools.

Jollibee Double Dragon Pasay Branch

December 2017- May 2018

Working Student (Kitchen Crew)

- As a kitchen crew in the Jollibee Foods Corp. I handle the position as Fryman but I can do all around in the kitchen area.

CERTIFICATE AND SEMINAR

PLAQUE OF APPRECIATION

Received an award for **Best Outstanding Employee** at
Forticare Health Systems International inc.

Dated : December 07,2023

PLAQUE OF APPRECIATION

Received an award for **Best Intern** at OSAU.PH during my
OJT at OSAU.PH

SEMINAR - JFINEX CONFERENCE (SM MOA ARENA)

Future Business and Finance Leaders - September 17, 2018

PERSONAL INFORMATION

Date of Birth:	October 14,1998
Birth Place:	Calamba Laguna
Age:	26
Height:	5'7
Weight:	75 kilograms
Religion:	Catholic
Civil Status:	Single
Father:	Alexander D. Papa
Occupation:	Retired Government Employee
Contact Number:	09917622642
Mother:	Edna G. Papa
Occupation:	Self Employed (Transient Business)
Contact Number:	09937970471

CHARACTER REFERENCES

Sir Mark Anthony Junio

Data Protection Officer / Customer Service Manager / Human Resource
FORTICARE HEALTH SYSTEMS INTERNATIONAL INC
09272230304 / (02) 5314 2273 loc. 120
customercare.forticare@gmail.com

Ma'am Cristina San Pedro

Billing Collection Associate
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Sir Patrick Joseph Nadal

President / CEO
FORTICARE HEALTH SYSTEMS INTERNATIONAL INC
Landline #: (02) 5314 2273

"I hereby certify that above all information is true and correct to the best of my knowledge and belief"

ALFRED GARCIA PAPA